

Report for Week Ending 2 April 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

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a. File Systems in OSI [REDACTED]

Installed the Agency file system in OSI/FSD [REDACTED] 25X1A8a

b. OO/Contact Division, Index Branch ([REDACTED])

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A proposal to install Open File Shelving and a floor layout of area was forwarded to Mr. [REDACTED] Executive Officer of this Division. This plan reduced floor space required for filing equipment by 50% while allowing for a 27% increase in filing space, or, the equivalent of 5 years expansion. Estimated cost of the shelving is \$4000 which will release seventy-seven 5 drawer cabinets valued at \$7000 for use elsewhere.

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The overall proposal was discussed with Mrs. [REDACTED] of the Index Branch who requested a trial installation. Information was furnished to enable the Office to prepare a requisition. Project completed.

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c. OO [REDACTED]

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Use of Open File Shelving was suggested to Miss [REDACTED] for use in a vault to store bulk material and NSA publications. This suggestion was accepted and specifications for preparing a requisition has been furnished to her. Use of the Add-a-Shelf Open file shelving was suggested to replace the existing wooden shelving as it wears out or breaks was also suggested. It was agreed to replace 3 of the wooden sections immediately and specifications will be furnished to [REDACTED] for this type of equipment.

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2. Assignments - Active

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a. File Systems - ORR, Geographic Area ([REDACTED])

Completed installation of subject-numeric file system in Cartography Division (7 installations). Project started in Map Library Division but will be temporarily delayed.

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b. Records Management Survey- DCI Office [REDACTED]

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The survey is almost completed in the Executive Registry. Met with Mr. [REDACTED] and discussed the project with him as to the scope and offices to cover. He stated that I would have access to all the offices of the DCI.

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c. Map Library Division, ORR [REDACTED]

No change from previous report.

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d. CIA Library, OCR [REDACTED] 25X1A9a

25X1A9a A meeting with [REDACTED] was cancelled due to another project on which he is working. Mr. [REDACTED] has been on leave during the past week. No change in this project.

e. OTR - Records Control Schedule - ([REDACTED] 25X1A9a

Schedules for the Assessment and Evaluation Staff and the Management Training and Intelligence Orientation Faculties have been approved and signed.

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f. Office of the DD/S [REDACTED]

25X1A9a Schedule is still with [REDACTED] for review and approval.

g.

h.

space limitations the Roll-Dex equipment would not be satisfactory. Use of combination of the Roto file units and Saf-T-Stak was suggested to them. This suggestion is now being considered.

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25X1A9a i. OCR/Acquisition Branch [REDACTED]

Met with Mrs. [REDACTED] of the Acquisitions Branch. Agreed to prepare floor plans for two areas in which they propose to install book shelving.

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j. Comptroller/Machine Records Division [REDACTED]

The feasibility of using non-insulted filing equipment has been suspended because of the possibility of the office converting to the Electronic Computing System.

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k. Comptroller/Machine Records Division [REDACTED]

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Mr. [REDACTED] Chief of the Division asked about suitable filing equipment for bulk storage of blank cards, forms, etc. A floor plan of a small area which will be vaulted will be prepared and submitted to him with the suggestion to use steel shelving. Material is now stored on wooden pallets.

3. Vital Materials

Microfilming of vital materials in OSI /FSD continues.

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Miss [REDACTED] accompanied last weeks trip to the repository to work on the library collection. Mr. [REDACTED], ORR/Map Procurement, also accompanied the trip to work on the map collection.

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Mr. [REDACTED] has found additional uses at the repository for the "Document Control" form originally designed to control OBI deposits of NIS map negatives. The adoption of this form for controlling other series of deposits will assist in reducing the tabulating machine workload.

4. News

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- a. Attended a training course given by Mr. [REDACTED] Office of Training, for intelligence analysts of OSI. He invited a member of this Staff to sit in on that portion of the course that dealt with analyst's file systems, use of the records center, and other techniques of records management that would help them in their work. [REDACTED]
- b. Received a report of destruction from ONE indicating that 17 cu. ft. of mail control and miscellaneous documents had been destroyed during the 1957 calendar year in accordance with the records schedule.

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